



**Federation of  
Westminster  
Special Schools**  
Training & Outreach

## **Loyalty Reward Scheme**

**Ratified by Resources Committee: March 2015**

**Reviewed: May 2018**

The Federation of Westminster Special Schools (FWSS) has chosen to follow the guidelines of Westminster City Council when awarding Loyalty Rewards for long service of more than 20 years 'continuous service to the Federation.

**This policy acknowledges and rewards staff for their commitment and loyalty to the Federation of Westminster Special Schools.**

### **1. Who is entitled to a Loyalty Service Award?**

Employees who have been employed continuously with Westminster Federation of Special Schools for 20 years.

Employees completing the required service at any time during the calendar year will be eligible for an award in December of that year.

### **2. What is the Loyalty Award?**

Employees may select a gift of their choice, subject to the following:

- the gift must be one item, or a set (e.g. canteen of cutlery, decanter and glasses);
- the cost must meet the limit set and agreed by the Governing Body (£400);
- employees can choose a gift of higher value and pay the difference but must provide proof of purchase for the gift to remain non-taxable;
- all gifts must be purchased before the end of the next financial year i.e. 31<sup>st</sup> March.

### **3. Can the Loyalty Award be donated to a charity?**

As an alternative to a gift employees may donate the value of the award to a registered charity (inclusive of VAT).

### **4. How will Loyalty Awards be recognised?**

Employees will be invited to receive their gift during a special assembly at the school that they work in.

### **5. What are a manager's responsibilities?**

Managers must provide summary employment details about any of their employees eligible for an award to be used during the Loyalty Award ceremony.

### **6. What are an employee's responsibilities?**

Employees must:

- choose a gift within the set limit or a charity to donate to;
- collect their cheque when notified in order to purchase their gift or send to charity;
- arrange delivery or collection of their gift;
- provide proof of purchase where the gift exceeds the set limit (tax will be incurred if not provided);
- resolve any problems with the gift direct with the retailer.